CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION **SELECTION SERVICES SECTION** SUPPLEMENTAL APPLICATION EXAMINATION FOR SUPERVISING PSYCHIATRIC SOCIAL WORKER I,

CORRECTIONAL FACILITY

Read instructions carefully

This supplemental application will provide you with an opportunity to demonstrate significant aspects of your qualifications for Supervising Psychiatric Social Worker I, Correctional Facility with the Department of Corrections and Rehabilitation (CDCR). The information you provide will be rated based on objective criteria created by Subject Matter Experts. That rating will be used to determine your final score in this examination. Your name will be merged onto a list based on your final score, and that list will be used by CDCR facilities statewide to fill their existing positions. A "Conditions of Employment" form is included in this supplemental application that will allow you to select the location(s) and time bases in which you are interested in working.

This supplemental application will account for 100% of the weight of your examination for this classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may delay the processing of your examination.

Candidate's Name:	
Social Security Number:	
Address:	
Home Phone Number:	
Work Phone Number:	
Signature	Date
I certify that all the statements I have made in this application are true and	i correct.

MAILING INSTRUCTIONS:

Mail your completed Supplemental Application, along with a standard State Application Form, STD, 678 to the address listed below. You may download a copy of the State application from the State Personnel Board's website at www.spb.ca.gov

MAIL COMPLETED California Department of Corrections and Rehabilitation

STD. 678 AND Selection Services Section

SUPPLEMENTAL P. O. Box 942883

APPLICATION TO: Sacramento, CA 94283-0001

MINIMUM QUALIFICATIONS

All candidates must meet the minimum qualifications before they will be admitted into this examination. Please ensure that your state application (std. form 678) clearly indicates your education, experience, and licensure information that meet the minimum qualifications for this exam.

NOTE: An Associate of Social Work (ASW) degree is not equivalent to a license.

Possession of a valid license as a Licensed Clinical Social Worker issued by the California Board of Behavioral Science Examiners. (Applicants who are in the process of securing their license from the California Board of Behavioral Science Examiners will be admitted to the examination, but must secure a valid license before they will be considered eligible for appointment.). (Unlicensed individuals who are recruited from outside the State of California and who qualify for licensure may take the examination and may be appointed for a maximum of one year at which time licensure shall have been obtained or the employment shall be terminated. Additionally, they must take the licensure examination at the earliest possible date after the date of employment.) **and**

<u>Education:</u> Completion of a master's degree program from an accredited school of social work, approved by the Council on Social Work Education or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310. <u>and</u>

Two years of post-licensed or post-certified experience as a clinical social worker meeting the supervisor requirements of Section 4980.40 (f) (3) of the Business and Professions Code. **and**

Either I

Two years of experience performing the duties of a Clinical Social Worker – Safety (formally Psychiatric Social Worker, Correctional Facility), in the California state service.

Or II

Experience: Four years of experience in psychiatric social work, at least one year of which must have been as a social work supervisor and at least two years of which must have been as a social work supervisor and at least two years of which must have been in a child guidance or psychiatric clinic, in a psychiatric outpatient program, in a psychiatric hospital, or in a psychiatric department of a hospital.

JOB REQUIREMENTS

The following are job requirements. Please respond to each question by marking the appropriate box. If you are unwilling or unable to comply with any of the following job requirements, it will be grounds for elimination from the examination process.

Are you willing to work at correctional facilities and/or parole outpatient clinics in the Department of Corrections and Rehabilitation?	☐ Yes	□No
2. Are you willing to treat inmates, youthful offenders, and parolees in a professional, ethical, and tactful manner?	☐ Yes	□No
3. Are you willing to provide professional and ethical mental health care to inmates, youthful offenders, and parolees including the mentally ill and developmentally disabled?	☐ Yes	□No
4. Are you willing to work among inmates, youthful offenders, and parolees including some who may be mentally ill, developmentally disabled, potentially dangerous, or sex offenders?	☐ Yes	□No
5. Are you willing to work with inmates, youthful offenders, and parolees who may be infected with contagious diseases such as Hepatitis C, HIV/AIDS, or tuberculosis?	☐ Yes	□No

Name:			
The funwi	REQUIREMENTS - Continued following are job requirements. Please respond to each question by marking the approprilling or unable to comply with any of the following job requirements, it will be grounds for examination process.		
6. A	re you willing to abide by and adhere to institutional/parole outpatient clinic safety and security ies?	Yes	□No
	re you willing to promote positive, collaborative, professional working relations among coers and peace officers?	☐ Yes	□No
8. Aı	re you willing to comply with tuberculosis screening requirements?	☐Yes	□No
9. Aı	re you willing to work around peace officers armed with chemical agents and/or weapons?	☐ Yes	□No
10.A	re you willing to wear protective clothing and apparatus as required?	☐Yes	□No
11.A	re you willing to abide by and adhere to the institutional/outpatient clinic dress code?	☐ Yes	□No
	re you willing to complete on-going education specific to licensure, and required in-service ng (IST)/on-the-job training (OJT)?	☐ Yes	□No
13.A	re you willing to work various and/or extended hours as required?	☐ Yes	□No
	REES/CERTIFICATIONS e indicate if you have any of the following degrees and/or certifications by marking the ap	opropriate b	OX.
	14. Associate of Arts/Bachelor of Arts degree in Psychology or Sociology		
	15. PhD in Social Work, Social Welfare, Social Service, or Social Policy		
	16. Substance Abuse Professional Certification		
	17. Certified Domestic Violence Counselor		
	18. Certified HIV Counselor		
	19. Professional Organization Membership (e.g. National Association of Social Workers, Califo	ornia Associa	ation of

Social Workers, etc.)

Name:		

WORK EXPERIENCE	FREQ	UEN	ICY			LEVI	EL OF	SKILL
Note to Applicants: Under "Work Experience," for items # 20-35, please indicate Frequency: a) If you have performed this task within the last 24 months b) How often you perform this task (e.g., select one box from "weekly" "monthly" and "annually" column) Level of Skill: a) The level of skill that you have in performing this task (e.g., select one box from the "level of skill" column)	Last 24 months		Weekly	Monthly	Annually	Not performed	Performed during training	Performed AFTER licensure
20. Supervise clinical social workers and staff to ensure compliance with program policies.								
21. Supervise training of psychiatric social worker students.								
22. Develop psychiatric work treatment plans in an assigned district or in an institution/clinic for mentally and/or emotionally disturbed, mentally deficient or physically disabled patients, inmates, youthful offenders, or parolees.								
23. Evaluate staff performance and take or recommend appropriate action.								
24. Recruit, screen, interview, and hire clinical social workers.								
25. Oversee clinical social workers case assignments to ensure the appropriate delivery of psychosocial services are being met.								
26. Provide clinical guidance and training for clinical social workers to improve quality of care and provide appropriate treatment.								
27. Provide follow-up appointments with chronically ill patients to facilitate continuity of care and management of patients' conditions.								
28. Ensure the timely completion of initial evaluations, patient treatment plans and interdisciplinary treatment team meetings.								
29. Interview patients to determine mental health diagnoses.								

Name							
Note to Applicants: Under "Work Experience," for items # 20-35, please indicate Frequency: a) If you have performed this task within the last 24 months b) How often you perform this task (e.g., select one box from "weekly" "monthly" and "annually" column) Level of Skill: b) The level of skill that you have in performing this task (e.g., select one box from the "level of skill" column)	Last 24 months	Weekly	Monthly	Annually	Not performed	Performed during training	Performed AFTER licensure
30. Establish professional and respectful working relationships with supervisors, administrators, staff subordinates, parolees, etc.							
31. Develop programs for community planning and education and coordinate needs of hospitals, clinics with other agencies and communities.							
32. Work as a team member with other treatment disciplines.							
33. Participate in meetings, committees and conferences.							
34. Participate in the peer review/quality management process.							
35 Interact with outside monitoring agencies							

Name:		50F	PLEMENTAL APPLICATION		
PLI If you are you spec waivers placed in relocate	EASE MARK THE APPROPRIATE Es successful in this examination, you cify on this form. If, after you are condor you do not reply promptly to nactive, it cannot be reactivated.	SOX(ES) OF YOUR repair repair and the contact, Therefore, before to job location, is, you will be on the contact, the contact, the contact, the contact is the contact in the contact is the contact in t		RED A JOB IN LC eferred to fill vacar will be charged wi PEN EMPLOYME ngs you should cor	ncies according to the conditions th a waiver. After three such NT LISTS, once your name is sider. If you are not planning to
Please m	nark the appropriate box(es) - you ma		OF APPOINTMENT YOU WILL ACCEPT Any" if you are willing to accept any type of	employment.	
	marked and you receive an appoin		nan permanent full-time, your name will	continue to be cor	·
	NOTE: California State Prison	has been abb	reviated to "CSP." Youth Correctional Fa	cility has been abb	reviated to "YCF.
□ (5			narked, no further selection is necessa ERN REGION – If this box is marked, no		is nocossary
□ 0802		ILT FACILITIE	ŕ		High Desert State Prison Susanville, Lassen County
	□ 7231 NO	RTHERN REG	ION – If this box is marked, no further s	election is neces	sary.
□ 3423 □ 4804 □ 2102 □ 3400 □ 3404 □ 1015 □ 1513	Mule Creek State Prison lone, Amador County CSP, Sacramento Represa, Sacramento County California Medical Facility Vacaville, Solano County CSP, San Quentin San Quentin, Marin County Headquarters Sacramento, Sacramento County Folsom State Prison Represa, Sacramento County	☐ 3901 ☐ 4811 ☐ 5505 NTRAL REGIO ☐ 2003 ☐ 2004 Dunty	Richard A. McGee Correctional Training Center, Galt, Sacramento County Deuel Vocational Institution Tracy, San Joaquin County CSP, Solano Vacaville, Solano County Sierra Conservation Center Conservation Camp Facility Jamestown, Tuolumne County	□ 0307 □ 3908 □ 3917 □ 3907 □ 0311	FACILITIES: Preston YCF Ione, Amador County O.H. Close YCF Stockton, San Joaquin County N.A. Chaderjian YCF Stockton, San Joaquin County Northern California YCF Stockton, San Joaquin County Pine Grove Youth Pine Grove, Amador County
	Delano, Kern County Kern Valley State Prison Delano, Kern County		Soledad, Monterey County Salinas Valley State Prison Soledad, Monterey County		
	Avenal State Prison Avenal, Kings County CSP, Corcoran Corcoran, Kings County		California Men's Ćolony San Luis Obispo, San Luis Obispo Count California Substance Abuse Treatment Facility, Corcoran, Kings County		
	□ 7233 so t	JTHERN REGI	ON – If this box is marked, no further s	election is necess	sary.
□ 1503 □ 1995	Calipatria State Prison Calipatria, Imperial County (North) Centinela State Prison Imperial, Imperial County (South) California Correctional Institution Tehachapi, Kern County CSP, Los Angeles Lancaster, Los Angeles County	□ 3329 □ 3612 □ 3613	Chuckawalla Valley State Prison Blythe, Riverside County Ironwood State Prison Blythe, Riverside County California Institution for Men Chino, San Bernardino County California Institution for Women Corona, San Bernardino County	□ 3628 □ 1967	FACILITIES: Heman G. Stark YCF Chino, San Bernardino County Southern Youth Correctional Reception Center & Clinic Norwalk, Los Angeles County Ventura YCF Camarillo, Ventura County
⊔ 3310	California Rehabilitation Center Norco, Riverside County	⊔ 3/15	R. J. Donovan Correctional Facility at Rock Mountain		

San Diego, San Diego County

Please notify CDCR promptly of any address changes or availability for employment at the following address:

CDCR, Human Resources, Office of SelectionI Services, P.O. Box 942883, Sacramento, CA 94283-0001, Attn: Customer Service Center.

Name:

PAROLE LISTING

PAROLE OUT PATIENT CLINICS ARE LOCATED IN VARIOUS COUNTIES THROUGHOUT THE STATE PLEASE CHECK YOUR CHOICES - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT CHECKED

NORTHERN REGION -	_
0100 Alameda	
0300 Amador	
0400 Butte	
0700 Contra Costa	
1200 Humboldt	
1800 Lassen	
2300 Mendocino	
3100 Placer	지 SISKIYOU MODOC
3400 Sacramento	지 SISKIYOU MODOC
3800 San Francisco	
3900 San Joaquin	HUMBOL THIN SHASTA LASSEN
4500 Shasta	SHASTA LASSEN
4800 Solano	Ŭ ₿1₹4
4900 Sonoma	PLUMAS
5100 Sutter	
5200 Tehama	ME SIERRA OCIONA SIERRA NEVADA
5500 Tuolumne	ON LAKE CO.
5700 Yolo	YOLO 2 PLACE
5800 Yuba	SACRAEL
CENTRAL REGION -	WC/SCO WONO
1000 Fresno	STANS MARCH
1500 Kern	E CANTO
1600 Kings	10 ₃ 7. Mill
2000 Madera	The PRESHO
2400 Merced	
2700 Monterey	TULARE
4000 San Luis Obispo	\
4100 San Mateo	SAN KERN
4300 Santa Clara	OBISPO
4400 Santa Cruz	SANTA
5000 Stanislaus	BARBARA
5400 Tulare	7 LOS
	SANTA BARBARA LOS ANGELI
SOUTHERN REGION -	- سر
1300 Imperial	
1900 Los Angeles	
3000 Orange	
3300 Riverside	
3600 San Bernardino	
3700 San Diego	
4200 Santa Barbara	
5600 Ventura	

RECRUITMENT QUESTIONNAIRE

Nam	ne:
	OW DID YOU HEAR ABOUT THE SUPERVISING PSYCHIATRIC SOCIAL WORKER I, CF EXAMINATION? ck the box that best describes how you found out about the Psychiatric Social Worker I, CF examination.
	Professional Journal Professional Colleague Newspaper/Magazine Advertisement Internet California Department of Corrections and Rehabilitation employee Job Fair/Career Fair Recruitment Mailing College/School Other